

ARS * CSREES * ERS * NASS

Policies and Procedures

Title:	Publishing Proceedings of Symposia
Number:	151.3
Date:	8/7/89
Originating Office:	Information Staff, Publication Branch
This Replaces:	AM 150.5 Dated 10/25/74
Distribution:	Headquarters, Areas, and Locations

This DIRECTIVE states the responsibilities and procedures for publishing proceedings of symposia by PB.

Table of Contents

- [1. ABBREVIATIONS](#)
 - [2. FORM](#)
 - [3. POLICY](#)
 - [4. RESPONSIBILITIES](#)
 - [5. PROCEDURES](#)
 - [6. REQUIREMENTS](#)
-

1. ABBREVIATIONS

- IS - Information Staff
- PB - Publications Branch

2. FORM

ARS Form 113, Submittal of Manuscript for Publication.

3. POLICY

ARS symposia are held to present, review, and discuss research. The publication of proceedings, which consist of papers presented at symposia, adds to the public distribution of research information. To be useful, the proceedings should be published well within a year after the symposia are held.

4. RESPONSIBILITIES

Director, IS. Review requests for publishing proceedings and approve those that fully justify the need for publication.

PB. Ensure that the proceedings are in compliance with established guidelines and are expeditiously published.

Chairperson. Ensure that the papers comprising the proceedings merit publication and are promptly forwarded to PB.

Authors. Prepare quality papers and illustrations that fully represent the research information presented at the symposia.

5. PROCEDURES

Chairperson

- Must write a memorandum to the Director, IS, requesting approval to publish the proceedings of the symposium. This request must be made before the symposium is held.

NOTE: Instructions for preparing this memorandum, also referred to as a "justification," are available from PB upon request.

PB

- If the request is approved, send the following to the chairperson:
 - Approved memorandum.
 - Blank ARS Form 113.
 - Packet of instructions to be used in preparing the proceedings.

Chairperson

- Copy the instructions and send a set to each author who will be contributing to the proceedings.

Authors

- Prepare papers and illustrations. Convert slides to reproducible tables, photographs, line drawings, or charts.

NOTE: Authors and the organizations they represent have the primary responsibility for the quality of the papers and illustrations.

- Submit papers to the chairperson.

Chairperson

- Immediately after receiving the papers to be presented at the symposium, ensure that the authors have prepared papers that meet ARS standards for content, clarity, and quality.
 - Determine whether PB should edit the papers for broad policy issues.
 - If editing is needed, submit double-spaced copy of the proceedings to PB for editing along with a completed ARS Form 113.

Make appropriate changes based on PB's editorial comments. Follow instructions in 5, except no second copy of ARS Form 113 is required.

- If no editing is needed, type galleys (single spaced text from which the camera-ready copy is prepared) and prepare tables and illustrations according to instructions contained in the packet. Submit the galleys, any tables and illustrations, and a completed ARS Form 113.

PB

- Within workload limitations and by prior agreement, edit papers only with respect to broad policy relating to national interest and for conformance to Agency style and format. The following will be deleted:
 - Expressions of appreciation, except when an individual has contributed substantially to the paper.
 - Congratulatory material.
 - Remarks that do not bear directly on or pertain to the purpose of the symposium.
- Using the galleys, tables, and illustrations, prepare the final page layout of the proceedings for reproduction by the printer.

6. REQUIREMENTS

Disclaimers. When appropriate, disclaimers will be printed on one of the first pages of the published proceedings. Examples of disclaimers:

- The opinions expressed by the participants at this symposium are their own and do not necessarily represent the views of the USDA.
- Mention of commercial products and organizations in this publication is solely to provide specific information. It does not constitute endorsement by the USDA over other products and organizations not mentioned.
- These papers, including references, figures, and tables, are reproduced essentially as they were supplied by the author(s) of each paper. Queries regarding individual papers should be addressed to the author(s).
- This publication reports research involving pesticides. It does not contain recommendations for their use, nor does it imply that the uses discussed here have been registered. All uses of pesticides must be registered by appropriate State and/or Federal Agencies before they can be recommended.

Printing. Self-covers are required for publications of 32 pages or less. No artwork will be used on these covers. Press run will be limited to the number of copies needed for a 2-year supply. The cost of printing will be borne by PB.

Distribution. The printed copies of the proceedings will be delivered to the chairperson for distribution.

R. D. PLOWMAN
Administrator